

[? Help](#)

Job details

Job 1 of 1

[Apply to job](#)[Save to cart](#)[View similar jobs](#)

Bulletin Number	20878BR
Type of Recruitment	Open Competitive Job Opportunity
Department	Mental Health
Position Title	HEALTH PROGRAM ANALYST III
Additional Title	ONLINE FILING ONLY
Exam Number	24731C
Filing Type	Standard
Filing Start Date	07/15/2013
Filing End Date	07/19/2013
Filing End Time	5:00 pm PST
Salary Type	Monthly
Salary Minimum	6511.36
Salary Maximum	8539.55
Position/Program Information	Positions allocated to the Department of Mental Health typically report to and receive supervision from a clinical program manager who oversees multiple Countywide programs, or from a Deputy Director, Mental Health.
Essential Job Functions	<p>Supervises or independently executes the development, implementation, and evaluation of the services of a program or sub-program; formulates or assists with the formulation of plans, policies, and objectives for the program.</p> <p>Supervises and participates in the coordination and facilitation of collaborative efforts among public, private, and non-profit groups and community organizations to meet the needs of the target population; provides leadership, technical assistance, advocacy and coalition building on behalf of targeted groups.</p> <p>Reviews written recommendations from staff regarding budgets submitted by contract agencies, policy issues, pending legislation, regulations, and technical research and position papers relating to the program area.</p> <p>Supervises the investigation of contracted agency operations performed by subordinate analyst staff; performs investigations of highly sensitive or complex issues involving contract agencies and makes recommendations to management.</p> <p>Supervises and advises staff in the analysis and preparation of grant applications; monitors program related activities and services to ensure compliance with grant activities.</p> <p>Reviews written reports on program activities and on progress toward achieving the overall goals of the program; develops written program goals and specialty program plans.</p> <p>Supervises and participates in the development and administration of contracts with mental health and public health</p>

program service providers; supervises the monitoring and evaluation of agencies to ensure compliance to contract requirements and services.

Conducts meetings with departmental, public, private, and non-profit groups and community organizations to discuss and influence policy issues impacting the assigned program.

Supervises and participates in the development and implementation of community action plans and policy.

Supervises the work of program staff and coordinates the activities of professional and/or technical staff implementing the objectives and goals of the program.

Attends and conducts meetings with department officials, members of community-based organizations, and the public interested in resolving issues and influencing the program.

Oversees the evaluation of awareness campaigns that promote the assigned program; oversees and assists in the design and layout of promotional materials, and may disseminate products such as flyers, newsletters, pamphlets, posters, and articles.

Requirements

SELECTION REQUIREMENTS:

A Bachelor's Degree* in Social Work, Counseling, Health Care Administration/Management, Public Administration, Behavioral Sciences, Social Sciences, Leadership/Organizational Development, or a closely related field from an accredited college or university**-AND- five years of experience in the analysis of mental health programs***, two years of which must have been at the level of Health Program Analyst II****. A Master's Degree from an accredited college or university** in one of the above disciplines may be substituted for one year of the required experience.

Physical Class

Physical Class II – Light: Light physical effort which may include occasional light lifting to a 10 pound limit, and some bending, stooping or squatting. Considerable walking may be involved.

License(s) Required

A valid California Class C Driver License or the ability to utilize an alternative method of transportation when needed to carry out job-related essential functions.

Special Requirement Information

*Degree(s) must indicate the specialized field in order to be evaluated. Candidates whose educational degree(s) do not show the specialty must provide a written statement from their university/college indicating the degree and educational specialty on the university/college letterhead. A copy of diploma, official transcript, or written statement from the Registrar's Office must be submitted at the time of filing or by the last day of filing.

***Analysis of mental health programs is defined as the study and investigation of issues and problems of mental health program development, implementation, administration, and evaluation; and the generation of applicable solutions and recommendations.

**** A Health Program Analyst II in the service of Los Angeles County Department of Mental Health plans, implements, administers, and evaluates multiple aspects of a Countywide mental health program. It is responsible for the solution of complex and difficult problems, and the making of recommendations in areas

of resources and personnel utilization, development, implementation and improvement of mental health programs, and the refinement of practices and policies having a significant impact on the entire mental health program.

VERIFICATION OF EXPERIENCE LETTERS (VOEL) will not be accepted for this examination. VOEL previously submitted for other examinations will also not be considered. The education and experience listed on your application is subject to verification at any point during the examination and hiring process, including after an appointment has been made. Falsification of any information may result in disqualification.

Accreditation Information

Accredited institutions are those listed in the publications of regional, national or international accrediting agencies which are accepted by the Department of Human Resources. Publications such as **American Universities and Colleges and **International Handbook of Universities** are acceptable references. Also acceptable, if appropriate, are degrees that have been evaluated and deemed to be equivalent to degrees from United States accredited institutions by an academic credential evaluation agency recognized by **The National Association of Credential Evaluation Services (NACES)** or the **Association of International Credential Evaluators, Inc. (AICE)**.

Examination Content

This examination will consist of an evaluation of your education and experience based on information provided on application and Supplemental Questionnaire weighted 100%. **CANDIDATES MUST ACHIEVE A PASSING SCORE OF 70% OR HIGHER TO BE PLACED ON THE ELIGIBLE LIST.**

Special Information

Past and present mental health clients and their family members are encouraged to apply.

Vacancy Information

The resulting eligible list for this examination will be used to fill vacancies in the Department of Mental Health.

Eligibility Information

The names of candidates receiving a passing grade on this examination will be placed on the eligible list in the order of their score group for a period of twelve (12) months following the date of promulgation on the eligible list.

Available Shift

Day

Application and Filing Information

ONLINE FILING ONLY

Applicants are required to complete and submit an online Los Angeles County Employment Application **AND** Supplemental Questionnaire in order to be considered for this examination. Paper applications and/or resumes will not be accepted in lieu of online applications.

Applicants must submit their application and Supplemental Questionnaire along with the required documents by 5:00 pm, Pacific Standard Time(PST), on the last day of filing.

INSTRUCTIONS FOR FILING ONLINE:

To apply online, click on the link above or below this bulletin which

say **Apply to Job** .

Click on the link below for the Supplemental Questionnaire.

http://file.lacounty.gov/dhr/ehr/cms1_197503.doc

Clear and legible copies of the required documents (e.g. Supplemental Questionnaire, Diploma, Official Transcripts) must be uploaded as attachments at the time of application submission -or- faxed to (213) 637-5892 by 5 pm on the last day of filing. Faxed documents must include your Name, Exam Number and Exam Title. Applications and/or any documents received after 5 pm on the last day of filing will not be accepted.

The acceptance of your application will depend on whether you have clearly shown that you meet the Selection Requirements. Your online application and Supplemental Questionnaire **MUST** show complete education and work experience information.

Education information must include name and address of school attended, complete dates attended, name of course/s taken, number of units earned, and degree/s earned. Copies of official diploma and transcript must be submitted at the time of filing or by 5 pm on the last day of filing.

Work experience must include employer name and address, name of work area/facility, actual payroll title held and not the working and/or functional titles, month, day and year of employment, total number of months, total number of hours worked per week - not a range of hours (full or part-time), and complete and detailed description of job duties relative to the required experience stated in the Selection Requirements. If range of hours is provided, experience will be prorated based on the lowest number of hours per week.

Copies of all required documents, such as completed Supplemental Questionnaire, diploma, or official transcripts, must be submitted at the time of application submission or by 5pm on the last day of filing.

Applications submitted with missing information and/or without the required documents will be rejected.

Applications may be rejected at any stage during the selection process.

All information supplied by applicants is subject to verification.

**County of Los
Angeles
Information**

View details regarding Employment Eligibility Information, Social Security Act of 2004, Records of Convictions, Veterans Preference Credit, Los Angeles County Child Support Compliance Program, Americans with Disabilities Act of 1990 and the California Fair Employment and Housing Act by clicking on the link below:

[COUNTY OF LOS ANGELES BULLETIN INFORMATION](#)

OR

Visit <http://hr.lacounty.gov> to view the above information. Click on Job Info Center Tab, and then click on County of Los Angeles Bulletin Information link under Some helpful links section.

Equal Employment Opportunity: It is the policy of the County of Los Angeles to provide equal employment opportunity for all qualified persons, regardless of race, religion, sex, national origin, age, sexual orientation, or disability.

All positions are open to qualified men and women pursuant to the Americans with Disabilities Act of 1990 and the California Fair Employment and Housing Act.

The County will make reasonable accommodations.

Department Contact Name	Gloria Lucio
Department Contact Phone	213.738.2855
Department Contact Email	blucio@dmh.lacounty.gov
ADA Coordinator Phone	213.738.2823
California Relay Services Phone	800.735.2922
Job Field	Administration
Job Type	All Others

[Apply to job](#)[Save to cart](#)[View similar jobs](#)